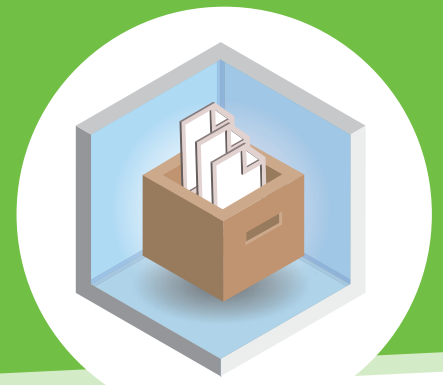


## Records Management Services

# The documents you need. When you need them.

Consider It Done.™



The document experts at GLC Business Services know records management from front to back—from document creation and filing to storage and scheduled destruction. Plus, we keep a close eye on your record storage and retrieval systems for further efficiencies that will save you time, space and money.

### GLC Delivers.

- Establish the best combination of people, process and tools
- Develop and manage a comprehensive document management program
- Perform record searches quickly and efficiently
- Utilize advanced electronic document management technology
- Reduce labor and storage costs
- Organize, file and manage documents from “cradle-to-grave”
- Advise on internal and external records management regulations
- Maintain the latest software and systems upgrades

### Our Expertise. Your Advantage.

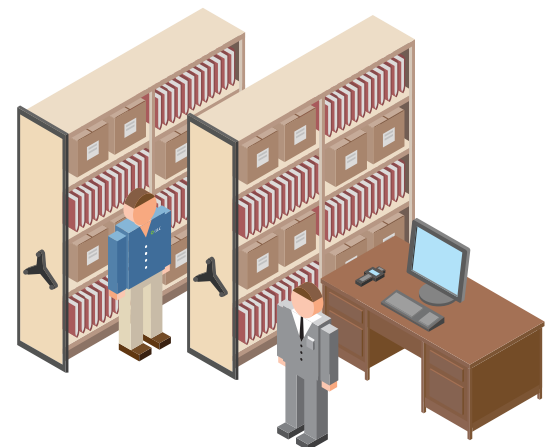
With the right strategy, our full complement of support services can transform your day-to-day operations.

Visit [GLCStrategies.com](http://GLCStrategies.com) for more information.

**Keeping  
you ahead  
of the game.**

We continually research and review technology, regulations and your resources — if there's a way to enhance your systems cost-effectiveness, accuracy and accessibility, we'll find it.

**Whatever. Whenever.  
It all adds up to the GLC difference.**



**To learn more about what the GLC difference  
could mean for your firm, give us a call at 866.258.3910.**